

SUBJECT: Save on Travel with E-Tickets

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FROM: broadcast@doc.gov

FOR: All DOC Employees

Many domestic flights and a few international flights are now eligible for electronic ticketing (e-tickets). When a Government traveler requests a paper ticket for a flight that is e-ticket eligible, airlines impose a paper ticket fee. This is in addition to the reservation transaction fee charged by Sato Travel under the Department's contract. Paper ticket fees range between \$20 and \$50, depending on the originating airline, which can add substantially to travel costs. An example is provided below.

Round trip Government contract flight on US Airways from Washington's Reagan National Airport to New York's La Guardia Airport:

$\$136.70$ (Round trip airfare) + $\$28.00$ (SATO (DC) fee) = $\$164.70$ (Cost with E-Ticket)

$\$164.70$ + $\$50.00$ (US Airways paper ticket fee) = $\$214.70$ (E-ticket cost +30%)

The following website explains what e-tickets are and how to use them:

<http://www.satotravel.com/travelResources/tips/ETickets.asp>

Please partner with us in reducing the Government's travel costs by using e-tickets whenever they are available. If you have questions regarding the use of e-tickets, your local Sato travel agent is available to assist you. You may also contact Bob Van Eimeren, Office of Administrative Services, Travel Management Office, at (202) 482-3721.

Your assistance is appreciated.

This message was authorized by the OS, Office of Administrative Services